



**USAID | MALAWI**  
FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 02/2022  
**ISSUANCE DATE:** March 14, 2022  
**CLOSING DATE/TIME:** April 8, 2022

**SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) for the position of USAID Project Management Specialist - HIV Testing Services (HTS) in the Office of Health Population and Nutrition (HPN)**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

Offers must be sent to [malawijobs@usaid.gov](mailto:malawijobs@usaid.gov) with the subject line: “*Solicitation No. 02/2022 CCNPSC USAID Project Management Specialist – HTS*”. To ensure delivery by the due date, it is recommended that offers be sent as email attachments.

Any questions must be directed in writing to the Point of Contact specified in Attachment 1.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Warren Gray  
**Supervisory Executive Officer**

## ATTACHMENT 1

### **I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 02/2022
- 2. ISSUANCE DATE:** March 14, 2022
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** April 8, 2022, at 5:00 p.m. Malawian time.
- 4. POINT OF CONTACT:** Warren Gray, Supervisory Executive Officer at [wgray@usaid.gov](mailto:wgray@usaid.gov) and Fiskani Mbeya, Human Resources Assistant at [fmbeya@usaid.gov](mailto:fmbeya@usaid.gov).
- 5. POSITION TITLE:** USAID Project Management Specialist – HIV Testing Services
- 6. MARKET VALUE:** \$30,074-\$46,622 (basic salary, paid in local currency Kwacha at the prevailing exchange rate), equivalent to FSN-11. In accordance with AIDAR Appendix J and the Local Compensation Plan of United States Mission, Malawi (Effective November 7, 2021). Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Five (5) years renewable, estimated to start o/a June 2022.
- 8. PLACE OF PERFORMANCE:** Lilongwe, Malawi with possible travel as stated in the Position Description.
- 9. ELIGIBLE OFFERORS:**

#### **ALL APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

- 1. This position is open to ALL interested Cooperating Country National (CCN) applicants. Cooperating Country Nationals as defined in AIDAR, Appendix J, Section (1)(7) "Cooperating country national" ("CCN") means an individual who is a Malawian citizen, or a non-Malawian citizen lawfully admitted for permanent residence in Malawi."*
  2. Current employees serving a probationary period are not eligible to apply.
  3. Current employees with unsatisfactory performance are not eligible to apply.
  4. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy
- 10. SECURITY LEVEL REQUIRED:** Selected applicant must be able to obtain a favorable security certification for Employment Authorization from the U.S. Embassy's Regional security Office.

## **11. STATEMENT OF DUTIES**

### **BASIC FUNCTION OF POSITION:**

The US President's Emergency Plan for AIDS Relief (PEPFAR) represents the US government response to the global HIV/AIDS epidemic and is the largest commitment by any nation to address a single disease in history. Thanks to American leadership and generosity, alongside the work of many partners, PEPFAR has saved millions of lives, averted millions of infections, and changed the course of the epidemic. As countries progress towards HIV/AIDS epidemic control, the point at which new HIV infections have decreased and fall below the total number of deaths among HIV-infected individuals, PEPFAR is now undertaking the challenge of controlling the pandemic and sustaining epidemic control.

The Project Management Specialist (HTS) (the “Specialist”) will support planning, implementation, program and activity design, budgeting and monitoring of HIV/AIDS projects. S/He will provide programmatic and technical guidance and assist in the development and management of HIV-related programs with focus on HIV Testing Services (HTS). The jobholder will work collaboratively with other staff in the Health Office, other offices in the Mission, the Ministry of Health, and other development partners to support a coordinated, strategic approach to various HIV/AIDS-related programming. S/he will serve as a Contract Officer’s Representative/Agreement Officer’s Representative (COR/AOR) or Activity Manager. The jobholder will support the implementation of the planning of new activities design; help Project Design Teams in drafting acquisition and assistance-related documents; develop project financial documents, revisions, and/or amendments; and generate reports on the status of project activities and finances including projection of expenditures, quarterly accrual of expenditures, and status reports. S/He will also review project expense vouchers for completeness and accuracy. The Specialist will serve as an in-house subject matter expert on HIV/AIDS with focus on HIV Testing Services and the Mission’s representative in policy, strategic and technical engagements with the host country government, international and bilateral organizations, and donor agencies to address technical issues and coordinate efforts in implementation of HIV/AIDS activities.

## **II. MAJOR DUTIES AND RESPONSIBILITIES:**

### **A. PROGRAM MANAGEMENT**

#### **Technical Guidance and Program Planning (30%)**

- Provide up to date technical guidance on HTS interventions, including providing guidance in the design, implementation, monitoring and evaluations of HIV/AIDS programs.
- Provide technical guidance in quality and performance improvement, working with key stakeholders to improve the quality of HTS interventions, by applying evidence-based guidelines, approaches, and tools.
- Provide guidance to the Mission and the Ministry of Health, serving as an advisor for all strategic and policy issues related to HIV/AIDS programming.
- Through literature review, research and regular communication with local and international stakeholders, stay abreast of emerging developments in the national and global HIV/AIDS landscape, and advise accordingly on how policies, strategies, and technical guidelines can most effectively be incorporated to enable the Mission to maintain fidelity and relevance in its HIV/AIDS programs.

- Provide technical guidance to other PEPFAR agencies, technical counterparts in the Ministry of Health, and to other national stakeholders to advance USAID, USG and PEPFAR strategic objectives related to key HIV/AIDS interventions.
- Provide on-going technical assistance to USAID local partners to ensure that activities are evidence-based and that services are transparent, equitable, of high quality and responsive to client needs; that partners practice sound management and robust accounting; and those local partners are prepared to assume and sustain leadership. Work closely with other staff in the Health Office and across the Mission to optimize opportunities for cross-sectoral integration and leverage resources across the different program components.
- Effectively communicate and demonstrate technical leadership in interagency PEPFAR technical working groups to ensure USAID strategic priorities are represented, including participation in routine interagency technical discussions, presenting relevant sections of the quarterly PEPFAR country performance reviews, and annual PEPFAR COP strategic planning meetings.
- Ensure that the required audits, reports and evaluations and close-out actions are completed.
- Participate in technical evaluation committees, analyzing applications and evaluating offeror's proposals to develop recommendations on the selection of applicants or institutions based on their suitability and responsiveness of their proposed technical intervention, and their ability to successfully implement a particular project. S/he will facilitate site visits, public meetings, and discussions with officials as needed and will track overall team budget progress and funding priorities.
- Support in drafting technical documentation such as performance reports, scopes of work, briefing papers, concept papers and conduct analyses to develop strategies, monitor ongoing programs, and report on project achievements and interventions.

### **Project Management (25%)**

- Serve as an AOR/COR or Activity Manager on designated HIV/AIDS programs.
- Work with IPs to develop strategic work plans with realistic and measurable targets to support effective implementation of the Mission's and PEPFAR HIV/AIDS programs.
- Review and approve annual work plans, monitoring and evaluation plans, quarterly reports and other key documents of assigned projects. Monitor program resources allocated for HIV/AIDS activities to ensure that they are being used rationally and that there are no cost overruns.
- Ensure quality of HIV/AIDS programs by monitoring compliance to national and international guidelines, approaches and tools and provision of supportive supervisions to IPs.
- Support country-level PEPFAR annual budget preparation process, providing technical assistance to USG financial teams and technical working groups in completing the PEPFAR budgeting tools.
- Provide oversight to the annual HIV/AIDS budget and ensure costs remain within budget planning levels and that efficiency is maximized.
- Provide technical and organizational development guidance to local organizations entailing transfer of knowledge and skills in HIV/AIDS programming, implementation, monitoring and reporting, and quality improvement.
- Lead routine meetings with implementing partners to discuss technical and programmatic direction of the HIV/AIDS program.

- Technically advise and make recommendations on the need for short-term technical assistance (STTA) from USAID/Washington central projects and write the technical components of the scope of work for the consultants.
- Participate in each stage of project design for new activities, including drafting and obtaining approval for concept papers, writing scopes of work, evaluating applications/proposals, and starting up new projects.

#### **Project Monitoring and Evaluation (15%)**

- In collaboration with Strategic Information staff, regularly analyze and interpret HIV/AIDS data to generate key results and trends to assist the Mission maintain a highly nimble program with proven achievement across PEPFAR indicators.
- Contribute to data quality assessments to ensure the quality and reliability of program data.
- Participate in site visits to USAID supported programs to assess the quality of services, provide guidance to implementing partners on newly emerging and highly efficacious approaches to HIV/AIDS prevention, care and treatment interventions.
- Monitor project activities and make recommendations to resolve implementation obstacles to ensure judicious use of USG funds and effective implementation of HIV/AIDS interventions.
- Contribute to and participate in HIV/AIDS-related program evaluations to document and scale up proven best practices.
- Participate in and ensure the effectiveness of Site Improvement Monitoring System (SIMS) and other field visits to improve quality of service delivery.

### **B. REPRESENTATION AND REPORTING:**

**30%**

- Provide strategic and technical leadership in the preparation of key annual and mid-term planning and reporting documents including the Country Operational Plan, Operational Plan, Congressional Budget Justifications, Technical Notifications, Quarterly, Semi-Annual and Annual Progress Reports, among others.
- Prepare reports and responses to a wide range of requirements including responding to requests for information from USAID/Washington, Congress and OGAC.
- Ensure that USAID successes, best practices and approaches are shared widely with partner country officials, private sector, civil society and other donors.

- Represent USAID and PEPFAR at designated national, regional, and international meetings that relate to HIV/AIDS.

As requested by the Mission Director, Health Office Director or Deputy Director, represent USAID at meetings outside of the HIV/AIDS field when needed.

- Organize site visits and prepare orientation materials for delegations from Office of the U.S. Global AIDS Coordinator (OGAC), USAID Headquarters, State Department, and other agencies.
- As a member of the PEPFAR Team, respond flexibly and capably to a wide range of work-related requirements including responding to requests for information from USAID/Washington, Congress and OGAC.
- Establish working relationships with government officials at the national and district level, donor agencies, civil society organizations, private sector health counterparts and medical associations to enhance regular and timely sharing of information on HIV interventions in the country, including changes in key policies, and legal and regulatory environments that could affect the implementation of USAID programs.

### **III. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

- a. **Education:** Master's Degree in Medicine, Public Health, Health, Social Work, International Development, Social or Behavioral Sciences, Epidemiology, Biology, Infectious Disease is required.
- b. **Prior Work Experience:** At least five (5) years of progressively responsible, professional experience in international development or global health programming in developing or middle-income countries, with a focus on HIV/AIDS testing services, is required. Of that experience, at least one (1) year with the USG, other multi-lateral or bi-lateral organizations, and/or NGOs is required. Increasingly responsible experience in the design, implementation, monitoring and evaluation of health-related initiatives in developing countries. Experience in analyzing epidemiological data and translating data into practice.
- c. **Language Proficiency:** Level IV fluency in English and in Chichewa both written and spoken, is required. Language competence may be tested

### **IV. EVALUATION AND SELECTION FACTORS**

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

**Prior Work Experience:** At least five (5) years of progressively responsible, professional experience in international development or global health programming in developing or middle-income countries, with a focus on HIV/AIDS testing services, is required. Of that experience, at least one (1) year with the USG, other multi-lateral or bi-lateral organizations, and/or NGOs is required. Increasingly responsible experience in the design, implementation, monitoring and evaluation of health-related initiatives in developing countries. Experience in analyzing epidemiological data and translating data into practice

**Job Knowledge:** Demonstrated in-depth professional understanding of HIV/AIDS testing interventions, PEPFAR initiatives, and the current HTS priorities at national and global level. Demonstrated thorough knowledge of country's development and HIV/AIDS program dynamics, particularly the social, economic, and cultural determinants and implications of the HIV epidemic in the country. Demonstrated knowledge of PEPFAR processes through which HIV/AIDS programs are planned, reviewed, approved, implemented, and evaluated

#### **Skills and Abilities:**

Ability to present information, analyses, and recommendations in clear written and oral formats.

- Outstanding ability to independently conceive, plan, organize, manage, and evaluate important, diverse and complex work projects, to drive high-level performance and outcomes of USAID HIV programs.
- Demonstrated ability to apply policy directives to activity design, implementation and monitoring and evaluation.
- Excellent analytical, technical and project management skills to review and provide substantive feedback on concept papers, proposals, program descriptions/scopes of work, performance reports, and other technical and programmatic documents.
- Ability to respond professionally and adjust in fluid situations in order to meet deadlines in the face of competing priorities and time pressures.
- Excellent interpersonal skills, including diplomacy and tact, to work effectively with people at all levels, from senior officials to support staff, in a culturally diverse environment, accepting divergent points of view and help find consensus to achieve team goals.
- Excellent computer skills including in Microsoft Office, web-based databases, and electronic filing, including the ability to help others and to learn new programs quickly.
- Ability to travel to regions and districts within the host country, up to 20% of the time, and regionally or internationally up to 10%.

**Total Possible Demonstrated Knowledge, Skills & Abilities Points: 20 points**

**Total Possible Interview Points: 50 points**

**Total Possible Written Exercise Points: 30 points**

**Satisfactory Professional Reference Checks: Pass/Fail**

**Total Possible Point -100**

- Applicants will be initially screened based on the extent to which the individual meets the minimum qualifications above.
- A Technical Evaluation Committee (TEC) will review and evaluate the applications that meet the minimum requirements and will create a ranking of the most highly rated and technically qualified applicants based on the selection/evaluation criteria.
- The TEC may conduct interviews of the most highly rated applicants before making a selection recommendation to the Contracting Officer (CO). The interview may be one of the determining factors in the final selection, but an interview is not always necessary.
- A timed technical test may be required.
- Before a final candidate is selected the hiring panel will perform professional reference checks (including those that have not been specifically identified by applicants) and may check references before or after a candidate is interviewed. The outcome of the reference checks will also be factored into the final selection. The offeror's references must be able to provide substantive information about his/her past performance and abilities.
- Due to the volume of responses, individual acknowledgements regarding receipt of applications cannot be made. Only those applicants who are invited for an interview will be notified regarding the status of their applications.

**V. SUBMITTING AN OFFER**

1. Only those fulfilling the education and experience requirements listed above should submit their application by e-mail to: [malawijobs@usaid.gov](mailto:malawijobs@usaid.gov).
2. Eligible Offerors are required to complete and submit the offer form DS-174 (Application for US Federal Employment); or a current resume or curriculum vitae that provides the same information as a DS-174. DS-174 in English is available on <https://eforms.state.gov/Forms/ds174.pdf>.
3. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to [malawijobs@usaid.gov](mailto:malawijobs@usaid.gov).
4. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission. E-mails received without the appropriate subject line and incomplete applications will not be considered.
5. Offerors must submit ALL of the following documents to be considered;
  - Current curriculum vitae (CV) or resume.
  - A cover letter or Summary Statement Addressing the evaluation factors
  - Copy of educational certificates (bachelor, master's degree, etc.)
  - List of a minimum of three (3) professional references with accurate telephone and e-mail information

**[END OF ATTACHMENT 1]**



## ATTACHMENT 2

### 1. **LIST OF REQUIRED FORMS PRIOR TO AWARD**

Once the Contracting Officer (CO) informs the successful candidate about being selected for a contract award, the CO will provide the successful candidate instructions about how to complete and submit the necessary forms for security and medical certifications.

### 2. **BENEFITS AND ALLOWANCES**

As a matter of policy, and as appropriate, a CCNPSC is normally authorized the following benefits and allowances:

1. BENEFITS: (in accordance with the Malawi Local Compensation Plan)
  - a. Health Insurance
  - b. Local insurance (Defined Contribution Plan with National Insurance Company [NICO])
  - c. Annual Salary Increase (if applicable)
  - d. Annual and Sick leave
  - e. Annual Bonus
  - f. Maternity Leave
2. ALLOWANCES: (in accordance with the Malawi Local Compensation Plan)
  - a. Meal Allowance
  - b. Miscellaneous Allowance
  - c. Housing Allowance

### 3. **TAXES**

The Mission emphasizes to its employees the fact that they are obliged to observe Malawian Laws, including those concerning income and related tax obligations. Payment of such taxes is a matter between the individual employee and the Malawian Government. The US Mission does not withhold or make tax payments.

### 4. **USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCN/TCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf)
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

### LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor_

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>
5. **EQUAL EMPLOYMENT OPPORTUNITY**

The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

**[END OF ATTACHMENT 2]**